

Present tenses, question tags, cover letters & CV

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31.1.2022

Business English 2

Present tense

Present Simple tense

Present Continuous tense

Present Perfect tense



Present Simple (Lexical verbs)

PRESENT SIMPLE FORM
test-english.com

POSITIVE	NEGATIVE	QUESTION
I } work	I } do not work don't work	Do { I } work?
You } work	You } do not work don't work	Does { you } work?
He } works	He } does not work doesn't work	Does { he } work?
She } works	She } does not work doesn't work	Does { she } work?
It } works	It } does not work doesn't work	Does { it } work?
We } work	We } do not work don't work	Do { we } work?
They } work	They } do not work don't work	Do { they } work?

SHORT ANSWER	Yes	No
I } do.	I } do not. don't.	
you } do.	you } do not. don't.	
he } does.	he } does not. doesn't.	
she } does.	she } does not. doesn't.	
it } do.	it } do not. don't.	
we } do.	we } do not. don't.	
they } do.	they } do not. don't.	

NEGATIVE
✗ He doesn't works.
✓ He doesn't work.

QUESTION
✗ Does she works?
✓ Does she work?

test-english.com

Present
Simple tense
(Lexical
verbs)

Grammar Structure

Affirmative	Negative	Interrogative
I live	I don't live	Do I live?
You live	You don't live	Do you live?
He live <u>s</u>	He do <u>es</u> n't live	Do <u>es</u> he live?
She live <u>s</u>	She do <u>es</u> n't live	Do <u>es</u> she live?
It live <u>s</u>	It do <u>es</u> n't live	Do <u>es</u> it live?
We live	We don't live	Do we live?
You live	You don't live	Do you live?
They live	They don't live	Do they live?

Present Continuous tense (Progressive)

PRESENT PROGRESSIVE

also known as present continuous

am/is/are + verb-ing

Remember: usually **STATIVE VERBS** are **NOT** used in the progressive (-ing) form.

Happening Now

It is raining.

I'm eating lunch now.



Temporary Actions

I'm working in New York this week.



Longer Actions in Progress Now

She's studying to be a doctor.

He's training for a marathon.

Fixed Plans (often in the near future)

I'm meeting my friends after work.



Trends

More and more people are using cell phones to access the Internet.

Present Perfect tense

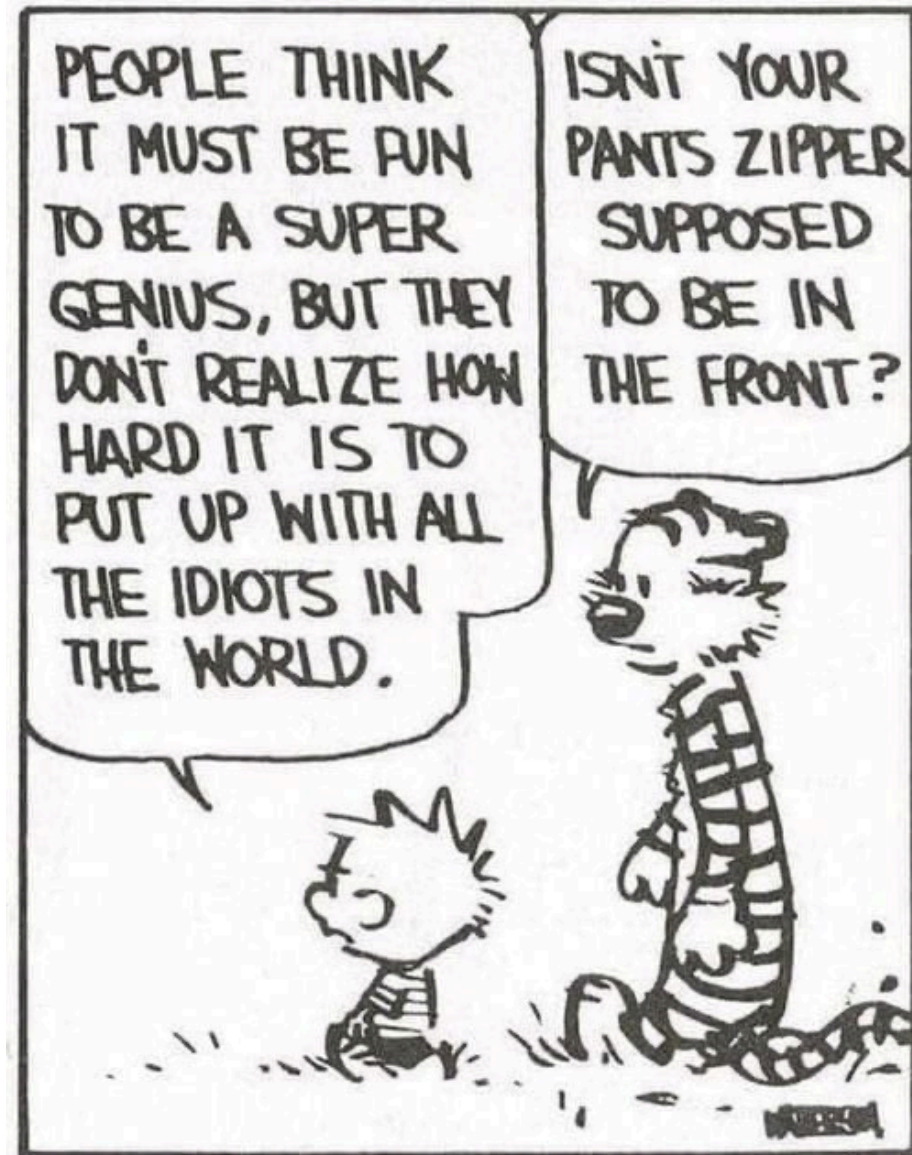
Present perfect tense

We form the present perfect tense with **have / has + past participle**.

I You We They	have	eaten	an apple.
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He She It John	has	eaten	an apple.
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Try to learn
skeletons of
verbs by
heart



No.	Regular Verbs			Irregular Verbs		
	Present	Past	Past Participle	Present	Past	Past Participle
1	Accept	Accepted	Accepted	Be	Was/were	Been
2	Act	Acted	Acted	Begin	Began	Begun
3	Add	Added	Added	Bet	Bet	Bet
4	Believe	Believed	Believed	Come	Came	Come
5	Call	Called	Called	Cut	Cut	Cut
6	Change	Changed	Changed	Do	Did	Done
7	Dance	Danced	Danced	Draw	Drew	Drawn
8	Design	Designed	Designed	Eat	Ate	Eaten
9	Drop	Dropped	Dropped	Fall	Fell	Fallen
10	Enjoy	Enjoyed	Enjoyed	Fit	Fit	Fit
11	Exist	Existed	Existed	Get	Got	Got
12	Kick	Kicked	Kicked	Lay	Laid	Laid
13	Need	Needed	Needed	Leave	Left	Left
14	Push	Pushed	Pushed	Lose	Lost	Lost
15	Reflect	Reflected	Reflected	Make	Made	Made
16	Remain	Remained	Remained	Read	Read	Read
17	Serve	Served	Served	Ride	Rode	Ridden
18	Sort	Sorted	Sorted	Say	Said	Said
19	Try	Tried	Tried	Shoot	Shot	Shot
20	Work	Worked	Worked	Drink	Drank	Drunk

This is a list,
not the only one

If you want to make
progress in a foreign
language, you will have to
learn its verbs

Remember

Lexical verbs (regular & irregular)

to sell sold sold (vender)

to quit quit quit (abandonar)

to spell spelled spelled (deletrear)

Auxiliary verbs (primary & modal)

to be, to have, to do

can, could, shall, should, will, would,
must, may, might, ought to



Primary Auxiliaries

- **Primary Auxiliaries**

'Be' family	am, is, are, was, were
'Do' family	do, does, did
'Have' family	have, has, had

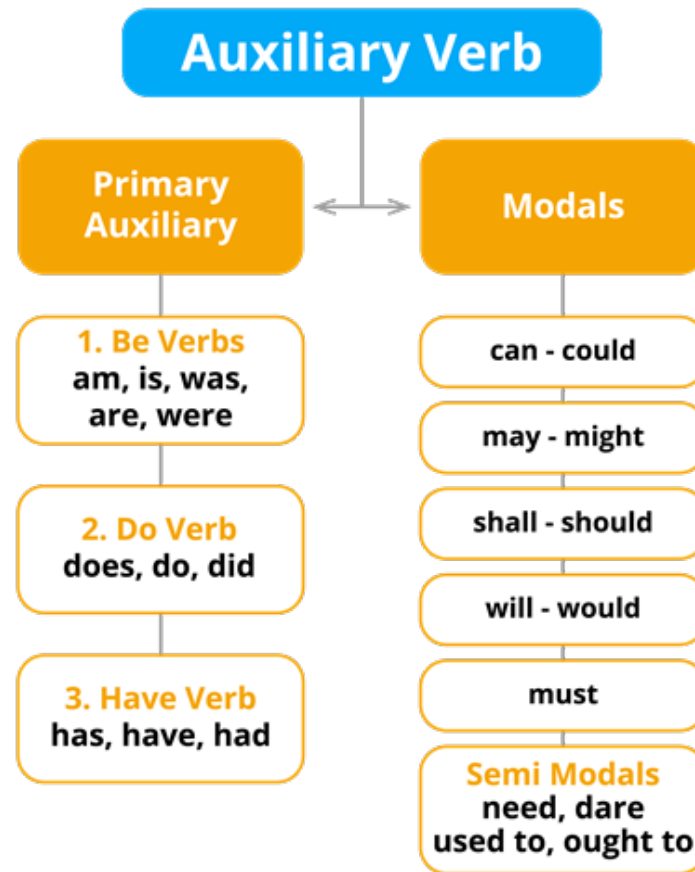
Modal Verbs



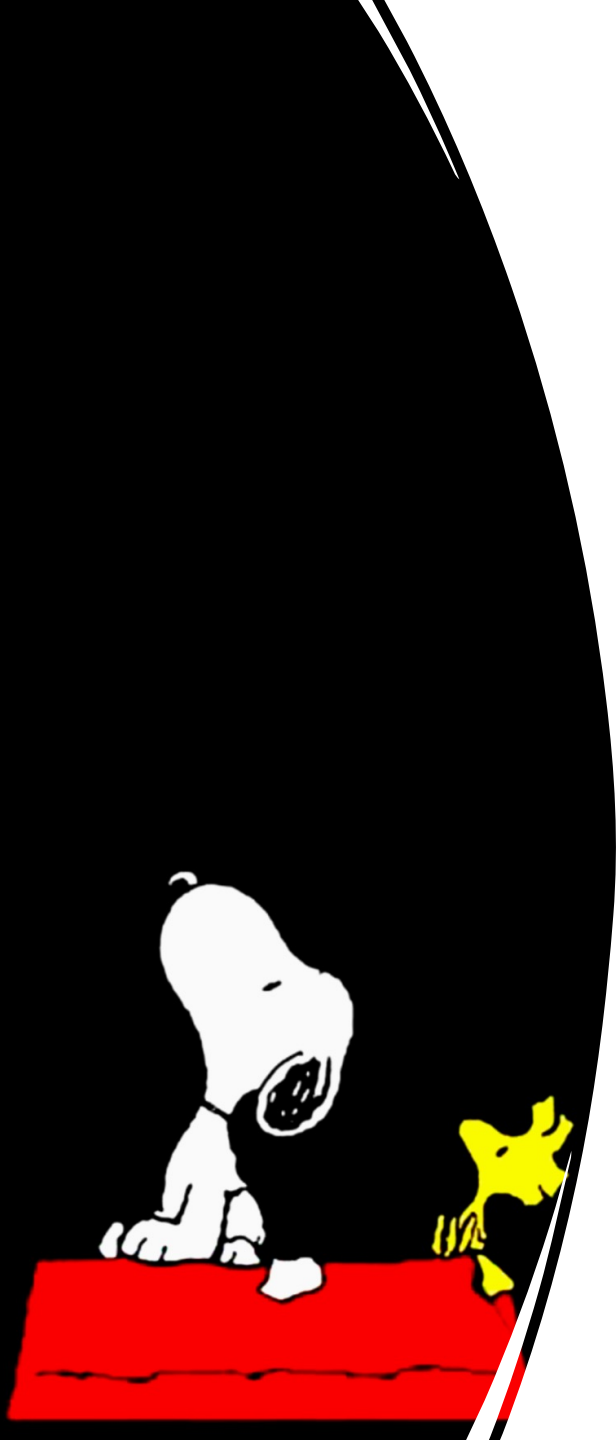
CAN	Ability, doubt, astonishment, permission, Polite request
MAY	Permission, if not prohibition, supposition with doubt
MUST	Obligation, firm necessity, logical conclusion, probability
SHALL	intention, supposition
WILL	Wish, desire, will, confidence, in the future
OUGHT TO	Moral duty, insistent advice, strict recommendation
NEED	(un)necessity
BE TO	Obligation arising out of arrangement or agreement
HAVE TO	Unwillingness, forced circumstances
WOULD	Wish (with "to like"), polite request, a habit of the past
SHOULD	Necessity, advice, blame, recommendation, reproach,

Modal auxiliaries

Let us revise this again!



Primary auxiliaries & Modal auxiliaries



Auxiliary verbs



Be

am is are
was were
being been

Do

does
do
did

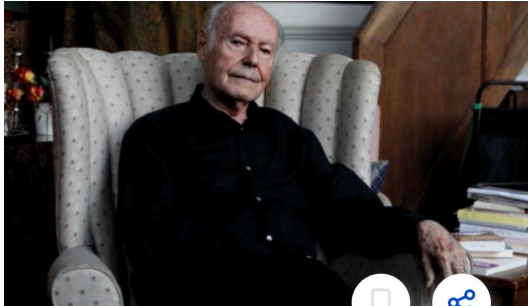
Have

has
had
have
having

Modal auxiliary verbs

can, could, may, might, must, ought to
shall, should, will, would

Brief news

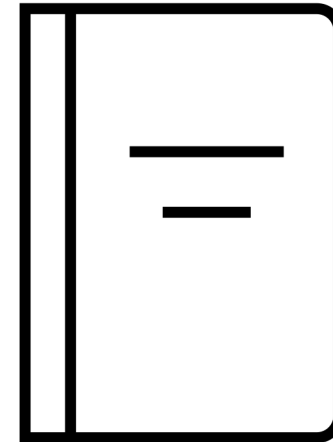


France: Poet, playwright René de Obaldia passes away at 103

French poet and playwright René de Obaldia passed away on 27 Jan, at the age of 103. Born on 22 Oct 1918 in Hong Kong to a Panamanian diplomat father and a French mother, Obaldia was part of the French Academy since 1999. His theatrical works including his plays 'Du vent dans les branches de sassafras', and 'Monsieur Klebs et Rozalie' earned him worldwide fame.

Read short texts
and
brief news
in English

(use dictionaries)



Sample text (Past Simple tense)

Today my 14 year-old son
and I held a yard sale

Today my 14 year old son and I held a yard sale. He was reluctant and stayed in his phone most of the time. Then a mother and a daughter came up, clearly financially troubled, and the mother told me her daughter was diagnosed with pancreatic cancer 3 days ago. Her daughter asked my son how much a stuffed bear was. My son looked right at her and said. "give me the biggest smile you got". The little girl gave that smile her all. He then handed her the bear and said "that smile's worth a million dollars, kiddo". I've NEVER been so proud.



Ten things that will
speed up
your personal growth

Sample text in the
Imperative mood

10 THINGS THAT WILL SPEED UP YOUR PERSONAL GROWTH

1. Don't only learn from success stories, learn from failure stories.
2. Don't follow the crowd, follow your own way. Do what you love.
3. Chase your vision and dream. Success will start following you.
4. Act like you are confident and can handle everything. Fake it till you make it.
5. Be a better listener and meet new people.
6. Love yourself and take care of your health.
7. Be curious and ask questions all the time.
8. To learn something new, teach others how to do it.
9. Always come to the office on time.
10. When you are working, only use your smartphone for calling and nothing else.



Ooops, looks like a ghost!

The page you are looking for can't be found. Go home by [clicking here!](#)

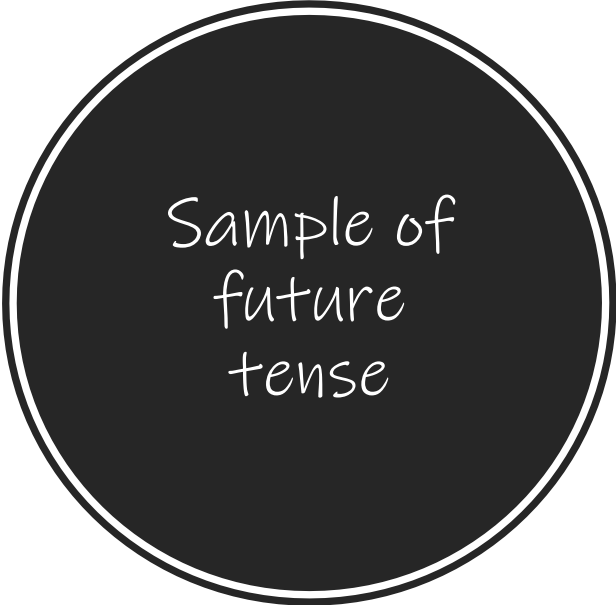
<p>Are you childish?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p>Are you nervous?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Are you paranoid?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, why?</p>	<p>Are you racist?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Are you drunk?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>	<p>Are you an idiot?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>

You didn't love her.

You just didn't want to be alone. Or maybe, maybe she was just good for your ego. Or, or maybe she made you feel better about your miserable life, but you didn't love her. Because you don't destroy people you love.

- Grey's Anatomy -

Sample of
Past Simple
tense



Sample of
future
tense

How do you know when a man is right for you?.

Honestly, you will just know. You will be able to tell by his mannerism, the way he looks at you. The way he talks to you, the way he pays attention to every single word you say, it'll be in his laughter, his attention to detail. The atmosphere when he is around you, a man who makes you a better woman, a better sister, a better daughter and the perfect future mother. You will realise he is right for you when he makes you stronger emotionally, physically and mentally. He will empower you, he will bring you closer to your Deen, he will make you feel better about yourself. You will learn to love yourself, he will become the half of you that you were missing, he will become your teacher, your best friend and your soul mate. You will begin to realise that he will learn to love you, just so you love yourself. You will know he is right for you, the moment he walks through the door and your heart finally rests with peace.

Questions
tags or tag
questions

TAG QUESTIONS – SOME RULES			
TEACHER PAULA MEYER			
Perguntas feitas no final da frase		Deve vir entre vírgulas.	Sentido oposto da primeira declaração da frase
PRESENTE	TO BE	Greg is very smart, isn't he ?	
		AFF – NEG	I am right, aren't I ?
	AUXILIAR	NEG – AFF	I am not angry with you, am I ?
		DO / DOES	She likes is pizza, doesn't she? You love me, don't you?
PASSADO	TO BE	WAS – WERE * WAS = I, HE, SHE, IT	She was at home when you called, wasn't she? The kids weren't affected, were they?
	AUXILIAR	DID	He lived in Santo André, didn't he? They didn't eat chocolate, did he?
PRESENT PERFECT	HAVE HAVEN'T HAS HASN'T	Tony hasn't phoned you, has she? She has won the competition, hasn't she?	
Frases iniciadas com verbo no imperativo = will you? Open your eyes, will you? Don't open the windows, will you?			Frases iniciadas com let's = shall we? Let's go, shall we?



UH OH!

Couldn't find that. Try something else?

It sounded
like
Portuguese,
didn't it?

**I'M NOT ADDICTED TO
READING**



**I CAN QUIT AS SOON AS
I FINISH ONE MORE CHAPTER**

Tag questions

- Short remarks at the end of a sentence
- Mainly produced in oral speech
- In the interrogative form (tag questions)
- They could be translated into Spanish as "¿verdad?"/"¿no?"
- There are only 2 words: verb + subject ?
- The verb is always an auxiliary verb (primary or modal auxiliary)
- The more popular tag questions usually change the polarity of the verb in the main sentence, that is to say, if the verb appears in the negative form, the tag should be in the affirmative. And the other way round, of course

Negative Question Tags



Question tags are used when asking for agreement or confirmation.

a positive statement + a negative question tag

Positive Statement

You are a student,
He is very busy,
He was happy,
They were surprised,

You speak English,
He studies Spanish,
You studied for the test,

You have studied all week,
You had arrived before he left,
You will pass the exam,
You can speak two languages,
You could do it for me,
We must be patient,
You should go now,
You would like a new job,

Exceptions

I am late,
Let's go home,

Negative Tag

aren't you?
isn't he?
wasn't he?
weren't they?

don't you?
doesn't he?
didn't you?

haven't you?
hadn't you?
won't you?
can't you?
couldn't you?
mustn't we?
shouldn't you?
wouldn't you?

Negative
auxiliaries and
verbs in tags
are usually
in their
contracted
form (= n't)

aren't I?
shall we?

BE
CAREFUL

Try to finish the exercise!

Negative Question Tags

Question tags are used when asking for agreement or confirmation.
a positive statement + a negative question tag

Positive Statement		Negative Tag
You are	a student,	aren't you?
He is	very busy,	isn't he?
He was	happy,	wasn't he?
They were	surprised,	weren't they?
Negative auxiliaries and verbs in tags are usually in their contracted form (= n't)		
You speak	English,	don't you?
He studies	Spanish,	doesn't he?
You studied	for the test,	didn't you?
You have studied	all week,	haven't you?
You had arrived	before he left,	hadn't you?
You will pass	the exam,	won't you?
You can speak	two languages,	can't you?
You could do	it for me,	couldn't you?
We must be	patient,	mustn't we?
You should go	now,	shouldn't you?
You would like	a new job,	wouldn't you?
Exceptions		
I am	late,	aren't I?
Let's go	home,	shall we?
BE CAREFUL		

www.grammar.cl www.woodwardenglish.com www.vocabulary.cl

17:37

71%

Hurry! ...Only **10** minutes!

1. You study English, _____?
2. They were busy, _____?
3. It's two o'clock, _____?
4. You don't drive, _____?
5. She is a teacher, _____?
6. We aren't late, _____?
7. Mr. Smith has a car, _____?
8. They weren't late, _____?
9. I was right, _____?
10. Today is Monday, _____?
11. The phone rang, _____?
12. He didn't win, _____?

The rules

Question Tags



A question tag is a small question at the end of a statement.
Question tags are used when asking for agreement or confirmation.

a positive statement + a negative question tag

You ⁺are a student, ⁻aren't you?

A subject pronoun comes after an auxiliary or a form of the verb To Be

a negative statement + a positive question tag

Mary ⁻isn't a teacher, ⁺is she?

A subject pronoun is used to replace the noun or noun phrase

Intonation and Meaning

The intonation of a question tag shows the exact meaning of it.

If the intonation of the question tag goes up, it means you are not sure and you want to know the answer.

John [↑]doesn't speak Spanish, [↑]does he?

If the intonation of the question tag goes down, it means you are checking / confirming information or making conversation.

John [↓]doesn't speak Spanish, [↓]does he?



Cover letter
+ Curriculum
vitae

Definitions



CV (curriculum vitae)

CV
A *Curriculum Vitae* or resume is a list of your qualifications, achievements, skills etc. that you give to a prospective employer

(cf. urbandictionary.com)

*

CV
abbreviation for *curriculum vitae*
formal : a short written description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job
examples:

Applicants interested in applying for the position should submit their CVs to the Anatomy Department no later than 15 February.

*I see from your CV, Miss Taylor, that you worked for two years in Hong Kong.
Before I apply for the job, I must update my CV and print it out again.*

(cf. dictionary.cambridge.org)

What Is a CV? Curriculum Vitae Definition and Examples

November 24, 2020
-via indeed.com-

A CV (short for the Latin phrase *curriculum vitae*, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. You may be asked to submit a CV when applying for jobs in academia or a job outside the US.

*

Sample of a cover letter

Sample Cover Letter - English Teacher
-via Englishclub.com-

26 rue Josef
75008 PARIS
France
tel: +33 1 77 77 77 77
email: rachelking@eflnet.fr

The Principal
Interplay Languages
77 bd Saint Germain
75006 PARIS

17 April 2018

Dear Madam

Director of Studies

I am responding to your recent advertisement for the position of Director of Studies at Interplay Languages. You may see from my enclosed resume that I am an EFL language instructor with nearly 10 years' experience to offer your school.

My most recent experience was implementing English Through Drama workshops for use with corporate clients. I was responsible for the overall pedagogical content, including the student coursebook. In addition, I developed the first draft of the teacher's handbook.

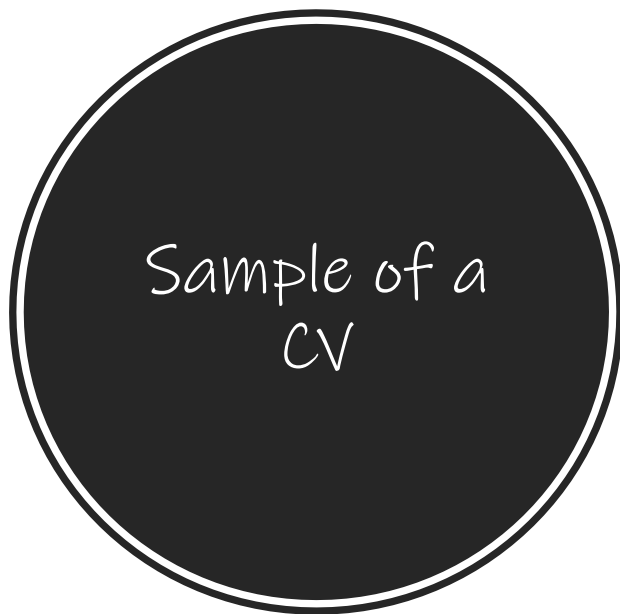
As Director of Studies with Interplay Languages, I would bring a focus on quality and effectiveness to your syllabus design. Furthermore, I work well with others, and I am experienced in course planning.

Thank you for your consideration. I look forward to hearing from you further and am available for interview at a time convenient to you.

Yours faithfully

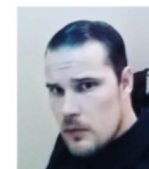
Rachel King
Rachel King





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jnumminen@gmail.com
Birthdate and place 12.01.1985 Oulu
Drivers License Class B
<https://fi.linkedin.com/in/JerryNumminen>

Curriculum Vitae



EDUCATION

- 2013- 2016 **Bachelor's Degree in Engineering**
Emphasis: Automation technology
Tampere University of Applied Sciences, TAMK.
- 2008 - 2010 **Career college, Tampere College**
Diploma in Electronics and Information Technology, Electrical Engineer
- 2001 – 2005 **High School, Sampo Sports High School**
- 2005-2006 **Sergeant school, Military Sports Forces, Lahti.**

PROFESSIONAL VALIDATIONS

- Valid **Occupational safety Card, Electrical safety card ja radiation and nuclear safety certificate.**

WORK EXPERIENCE

- Summer 2014 and 15 **4business Oy, Technician/Sales**
Automation systems installations and planning for companies and private customers.
Offer calculations and customer negotiations
- 2010 -11 **Tila electrics Oy, Electrician**
Lighting installations for companies.
- 2009 **Tamla Oy, Lightning Electrician**
Lightning installations and lamp system manufacturing.
- 2006 - 08 **Workpower Oy, Construction man**
Various building site work.
- 2004 → **HCS Finland Oy, Security Officer**
Security officer and customer care team leader.

IT-SKILLS

MS Office, MS Windows, CADS Planner, CX Programmer, Metso DNA basics.

LANGUAGE

Suomi (Native)
English (Fluent)
Swedish (Basics)

HOBBIES

Judo, Gym, movies, fishing

STRENGTHS

Quick to absorb new information, problem solving, desire to better myself and move forward on career path.

mistakes



Examples of curriculum vitae

Jerry Nurminen.

PERSONAL INFORMATION

good personal information. birthdate. email. phone number (contact details)

also driver's licence (class B)

linkedin address (a good point)

*photo- (the best one?)



EDUCATION. all right. dates- order: the most recent degree above.

Shouldn't High School education be situated under Sergeant School?

2013-2016 Bachelor's Degree in Engineering

2008-2010 Career College

**2001-2005 High school

2005-2006 Sergeant School

WORK EXPERIENCE. all right

SKILLS: IT / Foreign languages

Hobbies

Strengths

A. K. Haningsih



PERSONAL INFORMATION. email. contact details. even marital status

EDUCATION (studies in descending order). All right!

OTHER SKILLS (inserted in EDUCATION). OK, acceptable

WORK EXPERIENCE

mistakes in spelling:

***Februari* / ***Desember* / ***Organisational* (not formal)

spelling (orthography mistakes) are a FATAL ERROR

choice of photograph is relevant

cleanliness, order in the presentation counts as well

follow a pattern:

Personal Information

Education

Work Experience

Skills

Others

E. Fouz. - 25.2.21

Business English 2